



## **JOB POSTING – PROJECT MANAGER (contract)**

**This position is in Grande Prairie.**

At Grande Spirit Foundation, our remarkable teams work together every day to deliver exceptional experiences for our residents!

Reporting to the Chief Administrative Officer (CAO), you're a people skills expert with strong communications skills and understanding of stakeholders and their needs. As an experienced Project Manager, you will plan and oversee a wide variety of housing construction projects from beginning to end. The successful incumbent will be responsible for and not limited to managing safety, quality, risks, schedules, budget, communications, stakeholder expectations, accurate financial reporting, supervising the work of subcontractors, and vendor relationship management.

### **Your will impact in the following ways:**

- Review RFP, tenders / bids, evaluate / score proposals and prequalification of subcontractors/vendors, and select the most suitable proposals with valid criteria
- Prepare scope of works for capital and other projects and hire external professionals for projects where required and within budgets
- Manage internal and/or external contractors or trades including trade contractor site meetings, RFPs, invoices, and control document process
- Manage consultants and the trade contractor deliverables for project closeout, including startup, warranties, demonstration requirements
- Plan all project budgets, timelines, milestones, and deliverables using the appropriate tools and/or project-management methods including risk management skill
- Provide bi-weekly updates (verbal) and monthly reporting to the CAO, and create yearly project schedules (project life cycle) showing expected milestones (i.e. budget timing for each milestone, project challenges such as permitting, etc.)
- Review project drawings, documents, and specifications to complete detailed construction estimates, quantity take-offs
- Coordinate and chair project-related meetings and stakeholder meetings to solicit feedback/expectations are will organized with project documentation
- Follow the COR health and safety program to ensure the utmost safety of staff, residents, and facilities

- Evaluate projects success, follow-up and complete deficiencies promptly at the end of each project and complete strong project closeouts (provide learnings, gather any operations documents needed i.e. maintenance, and any legal outcomes that require resolve)
- Perform other relevant duties as assigned

### **What you possess:**

To be successful in this role, you possess 3-5 years of experience in full-cycle project coordination and management in the commercial or institutional sector. You are a technically strong person who knows various construction methodologies and project management models, as well as relevant codes, contract law, and legislation. On the other hand, you demonstrate strong leadership qualities with a demonstrated track record of engaging internal and external stakeholders.

Additionally, you have:

- Experience leading or contributing to the preparation of bids, RFP/Q's/I's, tenders and tender awards, and cost estimation
- Possessing a university degree or diploma in engineering, and professional industry credentials such as PMP, P.Eng., ASET, or other similar professional designation is considered a strong asset
- Previous exposure to capital and project budget planning for public works projects is an asset
- Strong working knowledge of industry regulations and legislative guidelines, especially regulations related to senior housing
- Ability to make decisions with complexity and ambiguity, and to manage multiple priorities and deadlines
- Excellent computer skills with a working knowledge of Microsoft Office and SharePoint
- Detail-oriented, accurate, precise, and proactive
- Must have a valid Driver's License and a reliable mode of transportation and vehicle insurance; frequent travel to construction sites near **Grande Prairie** is required

This is a contracted home-office based position, with 20 hours per week on average. The hours will vary depends on the stage of the project. You set your hours to get the work done.

**Interested in applying?**

Then we welcome you to send your resume **and** cover letter to [badabconsultinginc@gmail.com](mailto:badabconsultinginc@gmail.com) by midnight of **January 12, 2021**, with "Project Manager" in the subject line. BadaB Consulting Inc. is our contracted HR service provider.

Three references with contact information will be required. The chosen final candidate will also be asked to conduct a police information check and a credit check.

*We are an equal opportunity workplace. We thank all applicants for their interest, however only those selected for an interview will be contacted.*